

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

9-99

4/1/99

COORDINATING REASONABLE ACCOMMODATIONS FOR DISABLED EMPLOYEES

I. PURPOSE

This notice:

A. Informs employees who organize events of their obligation to provide qualified employees with disabilities a means to request reasonable accommodation for full participation in meetings, special events, training opportunities, and other activities.

B. Informs supervisors to notify qualified employees with disabilities of their responsibility to contact the Personal Property, Motor Vehicle and Supply Section (PPMVSS), Administrative Services Division (ASD), when reasonable accommodation is required for building or parking accessibility.

II. POLICY

It is Agency policy to provide reasonable accommodations to all qualified employees with disabilities.

III. RESPONSIBILITIES

A. Events Coordinator.

1. Ensures that the following statement is included on paper and electronic communications (**Examples:** notices, flyers, and posters) that announce meetings, special events, "kick-off" campaigns, training opportunities, and other activities.

"If you need an accommodation, please notify (*Name of Event Coordinator*) by *Monday, September XX, 199X*, by telephone on (202) 555-0000, by Fax on (202) 555-0001, TTY number, TDD number, or by electronic mail: *E-mail address*."

DISTRIBUTION:
All Offices

NOTICE EXPIRES:
April 1, 2000

OPI:
HRD - Employment Services
and Policy Branch

2. Arranges for the necessary accommodations at the event site (including accessible facilities), upon request. Requests might include:

- a. Wheelchair accessibility.
- b. Accommodations for sight-impaired individuals, such as providing material in advance for extra review time; oversized print on written medium, including flipcharts; a tour of the facility before the event; seating close to displays; and accommodation for guide dogs.
- c. Accommodations for hearing-impaired individuals, such as providing seating close to the source of the presentation for optimum volume or lip-reading, and a sign-language interpreter if required.

(1) **Headquarters Offices.** Contact the USDA Staff Interpreter on (202) 720-3515 (voice) or (202) 720-7614 (TTY). If the staff interpreter is not available, obtain the services locally by finding organizations in the telephone directory under "interpreters," "translators and interpreters," or other related topics.

(2) **Field Offices.** Contact local organizations listed in the telephone directory for interpreter services.

B. **Qualified Disabled Employee.** Qualified employees with disabilities must have full access to sites where their services are needed. The employee is responsible for making his or her needs known to management. When a qualified employee with disabilities needs access to an alternate building entrance or parking facility, the employee may obtain assistance by contacting PPMVSS on (301) 504-4227 (voice) or (301) 504-4231 (Fax).

IV. ADDITIONAL INFORMATION

A. FSIS Directive 4306.1, Employment of Persons with Disabilities (Including Disabled Veterans), contains additional information on "qualified" employees, as well as reasonable accommodation.

B. Obtain clarification or funding alternatives as follows:

1. **Headquarters Offices.** Contact the Headquarters Disability Employment Program Manager on (202) 720-6617 (voice) or (202) 720-2442 (TDD or TTY).

2. **Field Offices.** Contact your staffing specialist in the Personnel Operations Branch on 1-800-370-3747 (voice) or (612) 370-2015 (TTY).


Deputy Administrator
Office of Management